



NORTH CAROLINA REAL ESTATE COMMISSION  
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FOR COMMISSION USE ONLY

PC \_\_\_\_\_ LC \_\_\_\_\_  
Date \_\_\_\_\_  
I.S. \_\_\_\_\_

## REQUEST TO REISSUE REAL ESTATE LICENSE CERTIFICATE AND/OR RENEWAL/REINSTATEMENT CARD

### Instructions

The Real Estate Commission can issue a real estate license certificate and/or renewal/reinstatement card only if the original license or card has been lost, damaged, or was never received, or if the name of the licensee has been legally changed (either by reason of marriage or otherwise). To have a real estate license and/or renewal/reinstatement card reissued, this form must be properly completed, notarized, and filed with the Real Estate Commission. **(Please do not combine this with other fees.)**

I hereby certify to the North Carolina Real Estate Commission that [check appropriate section(s)]:

- ☐ My real estate license renewal/reinstatement card has been lost or damaged, and I request a replacement (\$5 fee required).
- ☐ My real estate license certificate has been lost or damaged, and I request a replacement (\$5 fee required).
- ☐ My real estate license renewal/reinstatement card was never received, and I request a replacement (\$5 fee required unless requested within 45 days of license issuance or license renewal/reinstatement).
- ☐ My real estate license certificate was never received, and I request a replacement (\$5 fee required unless requested within 45 days of license issuance).
- ☐ My name was legally changed on (date) \_\_\_\_\_ from \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) to \_\_\_\_\_ (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last)

By reason of: \_\_\_\_\_ and I, therefore, request that my real estate license and renewal/reinstatement pocket card be **reissued** accordingly. (\$10 fee required) **Note: If your name has been changed for reasons other than marital status include a copy of the legal document showing the name change.**

- ☐ Other: \_\_\_\_\_ (\$5 fee required for each document)

**Your license will be issued in your First Name, Middle Name and Last Name.**

Signature \_\_\_\_\_

Type license (check one):

Name: \_\_\_\_\_  
(PLEASE PRINT OR TYPE IN BLACK INK)

☐ Broker ☐ Firm

Address: \_\_\_\_\_

License Number: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

☐ Please check here if this is a new residence address

Email Address: \_\_\_\_\_

NOTARY: Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(SEAL)

Signature: \_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_